

45-17

ROUTING AND RECORD SHEET

SUBJECT: (Optional)					
CRAMS Report					
STAT	FROM: <input type="text"/> Executive Officer to the DDA	EXTENSION	NO. DDA 85-1942		
			DATE 30 May 1985		
STAT	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
STAT	1. D/Communications <input type="text"/>				To All: Attached is the latest CRAMS Report for your office. Please check room by room and ensure all the information is correct. If you are gaining or losing space, it is most important that you write on the CRAMS Report where the space came from or where it is going to.
STAT	2. D/Finance 616 Key				
STAT	3. D/Information Services 1105 Ames				
STAT	4. D/Information Technology 2D0105 Hqs				
STAT	5. D/Logistics <input type="text"/>				Please return the CRAMS Report directly to OL/HOME no later than 18 June and ensure that your name and extension appear on the Report.
STAT	6. D/Medical Services 1D4040 Hqs				
STAT	7. D/Personnel <input type="text"/>				If you have any questions regarding this Report, please contact Steve in OL/HOME on extension <input type="text"/> <i>Thank you,</i> <input type="text"/>
STAT	8. D/Security <input type="text"/>				
STAT	9. D/Training and Education 936 CoC				
STAT	10. DDA Planning Officer				Att: CRAMS Report
STAT	11.				cc: C/OL/HOME w/o att.
STAT	12.				
STAT	13.				
STAT	14.				
STAT	15.				

ORIG:EO/DDA:be:30 May 85

Distribution:

- 0 - PRS OC w/att.
- 1 - Ea. Add'l Addee w/att.
- 1 - DDA Subj w/o att.
- 1 - DDA Chrono w/o att.
- 1 - EO Chrono w/o att.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CRAMS REPORT

FROM: C/HOME/OL 3E14 Hqs .		EXTENSION	NO.	
			DATE 28 May 1985	
TO: (Officer designation, room number, and building)		DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED		
1. <u>7018 HQQS</u>				PLEASE READ CAREFULLY!! Attached is your latest CRAMS report. Please check room by room and ensure all information is correct. If you are gaining or losing space it is most important that you write on the CRAMS where space came from or is going to. Please return the CRAMS to OL/HOME no later than 18 June 1985. Also sign your name and extension on the CRAMS.
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